



**County of San Diego  
Office of the Alternate Public Defender  
110 West "C" Street, Suite 1100  
San Diego, CA 92101**



**Volunteer position description:  
Investigative Intern**

Investigative Interns are accepted as volunteers while enrolled in college-level coursework in Criminal Justice, Sociology, Psychology or a related field. APD's volunteer program provides exposure to all types of adult and juvenile cases, as well as providing practical investigation experience.

Typical activities of an Investigative Intern:

1. Assist attorneys and investigators with case organization and research.
2. Work with investigative staff in conducting court record checks, serving subpoenas and subpoena duces tecum, obtaining school, medical or other client records.
3. Assist in preparation of demonstrative evidence for presentation in court and court runs.
4. May accompany investigators on field interviews and attend court hearings.

Training: All new volunteers undergo extensive training, as well as receive on-going mentoring from staff investigators and attorneys.

Commitment: A commitment of a minimum of 12 hours per week, for a period of three to four months is required.

Locations: Downtown central office (adult criminal) with branch offices in South Bay, El Cajon, Vista and Juvenile delinquency office in Kearny Mesa.

For more information, contact Sandra Huff, Chief Investigator or  
Sue Roehmholdt, Supervising Investigator at (619) 446-2900.